

20 DEC 1966

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Revised Fiscal Year 1967 Position Ceilings

REFERENCE : Memo dtd 20 Sep 66 to Heads of Executive
Departments and Establishments from
D/BOB, Subject: Fiscal Year 1967
Employment Ceilings

1. The revised Fiscal Year 1967 position ceilings for the
Independent Offices of the DCI Area are as follows:

Component

Ceiling

O/DCI
O/PPB
OGC
OLC
IG
NIPE
Cable Sec
ONE



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2. Changes may be made in accordance with [redacted]
Office heads should revise their staffing complements to agree with
the position ceilings stated above. It is recognized that, in some
cases, current manpower imbalances will require the remainder
of the fiscal year to correct. A firm objective, however, is that
the year-end, on-duty strength should not exceed the position
ceilings established in this memorandum.

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mt
Richard Helms
Director of Central Intelligence

cc: Director of Personnel (2)

SECRETARIAL PATTERN

<u>Supervisory Position</u>	<u>Secretarial Grade</u>
DOJ	GS-12
DOCI	GS-12
DO's	GS-11
Executive Pay Level	GS-10
Office Director and Area Division Chief (GS-18 level)	GS-09
Deputy Office Director and Area Division Chief (GS-17 level)	GS-08
Branch and Staff Chief (GS-15-16 level)	GS-07

NOTE: Levels are maximum, to be used only where fully justified by secretary's responsibilities and supervisor's responsibilities.

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TO		NAME AND ADDRESS	DATE	INITIALS
1		Mr. Knoche		
2				
3				
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5				
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

Hank:

Per our conversation the one other possibility might be to reduce the Security Officer, GS 12 position [redacted] in lieu of the GS 12 position in the Historical Staff. This might be feasible in view of the reduced activity in the Security Staff by direction of the Director.

Gene

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AO/DCI	8/2/66

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Remarks:		
Hank:		
The deletion of two positions is a result of the BOB 1-1/4% reduction. I have discussed this will [] and the attached suggested memo identifies the specific positions.		
Gene		
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